

# SAMPLE

## “Bidder-Design” HVAC System Bid Review Scoring Sheet

Page 1

### General

Prior to scoring the bid proposals, the district facilities planner will review the descriptive data (catalog cuts, manufacturers design data and performance data) along with plan and elevational

drawings included to describe the extent of the work presented by the bidder and in the proposal.

The review will enable the facilities planner to analyze the merits of the proposal and make a selection in order to determine the successful bidder. The bid proposal maker is encouraged to include enough descriptive data to enable the facilities planner to easily recognize the merits of the bidder's proposal. The lowest scoring bidder will reflect the greatest number of desirable attributes however, all scores are subject to closer scrutiny for verification and validation.

### System Type:

Standard HVAC package units

Propane [ ]

Electrical [ ]

Standard heat pump package units

Propane [ ]

Electrical [ ]

### System Operation Cost: (from bid proposals)

Estimated Annual Maintenance Cost: \$\_\_\_\_\_

Rating (points) Low (1) Average (3) High (5)

Points\_\_\_\_\_

Estimated Annual Fuel Cost: \$\_\_\_\_\_

Rating (points) Low (1) Average (3) High (5)

Points\_\_\_\_\_

**total annual cost: \$\_\_\_\_\_**

[ ] **annual operating cost exceeds current cost**

### Installation Cost:

Rating (points)	Description
5	Surpasses budget by more than 20%
4	Surpasses budget by 15% - 20%
3	Surpasses budget by 10% - 15%
2	Surpasses budget by 5% - 10%
1	Surpasses budget by under 5%
0	Meets or is less than budget amount

Points\_\_\_\_\_

Subtotal Points page 1\_\_\_\_\_

### System Cost Amortization:

Page 2

= \$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_

(Existing System Annual Cost ) - (Proposed System Annual Cost) = \$ Total Annual  
Operating (Cost /year) (Cost / year) savings (Cost / year)

\$ \_\_\_\_\_ / \$ \_\_\_\_\_ =  
\_\_\_\_\_years

System Installation Cost / Total Annual Operating Savings = Years to recover  
cost of installation

Rating (points)	Description
0	1-2 years
1	3-4 years
2	5-6 years
3	7-8 years
4	9-10 years
5	more than 10 years

[ ] System will not recover cost of renovation expenditure within 15 years

Points\_\_\_\_\_

**System Flexibility:**

☐ Adaptability for facility expansion:

Heating / cooling capacity can be augmented to provide comfort heating capacity for an additional \_\_\_\_\_Square Feet.

Rating (points)	Description
0	yes, additional heating/cooling and fan modules can be added, incremental, unlimited expansion dependant on electrical service
3	same as above except efficiency depends on sizing additional equipment -not modular
5	system not adaptable for facility expansion

Points\_\_\_\_\_

☐ Adaptability for facility reconfiguration:

☐ Heating delivery system can be reconfigured easily utilizing most equipment and accessories supplied. **(1 point)**

☐ system will require rebalancing **(1point)**

☐ System will require licensed electrician to reconfigure **(1 point)**

☐ System will require refrigeration / sheetmetal mechanic to reconfigure **(1point)**

☐ System not adaptable without extensive demolition and waste **(1point)**

Points\_\_\_\_\_

**Subtotal Points page 2\_\_\_\_\_**

**Warranty:**

**Page 3**

☐ Parts and Labor:

☐ None (5) ☐ 12 Month (3) ☐ 36 Month (2) ☐ 60 month (1) ☐ other: \_\_\_\_\_

☐ Parts (only):

☐ None (5) ☐ 12 Month (3) ☐ 36 Month (2) ☐ 60 month (1) ☐ other: \_\_\_\_\_

☐ Labor (only):

☐ None (5) ☐ 12 Month (3) ☐ 36 Month (2) ☐ 60 month (1) ☐ other: \_\_\_\_\_

Points\_\_\_\_\_

**Delivery:**

☐ Long lead items (please indicate):

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[ ] Schedule provided with proposal: (Highly desired - 0 points)

[ ] Schedule not provided with proposal: (affidavit of estimated construction period required will suffice - 2 points)

Rating (points)	Description
0	complete installation to substantial completion from 1-2 weeks
1	complete installation to substantial completion from 2-3 weeks
2	complete installation to substantial completion from 3-4 weeks
3	complete installation to substantial completion from 4-5 weeks
4	complete installation to substantial completion from 5-6 weeks
5	complete installation to substantial completion beyond 6 weeks

**Points**\_\_\_\_\_

**Subtotal Points page 3**\_\_\_\_\_

**Subtotal Points page 2**\_\_\_\_\_

**Subtotal Points page 1**\_\_\_\_\_

**Total Points This Bid Proposal :**\_\_\_\_\_